

**CLASS TITLE: SENIOR COMMUNITY ASSISTANCE SPECIALIST**

**Class Code: 02861300**

**Pay Grade: 23A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform complex technical, analytical, evaluative and administrative work in providing direct assistance to municipal officials in matters related to the organization, administration, management and fiscal operations of local government; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with wide latitude for the exercise of initiative and independent judgement; work is usually reviewed upon completion for adherence to desired objectives and results obtained.

**SUPERVISION EXERCISED:** As required, supervises the work of technical and clerical personnel assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform complex technical, analytical, evaluative and administrative work in providing professional assistance and advice to municipal officials in areas such as fiscal management, personnel practices, local government organization and administration, records management, assessment practices and the efficient provision of local government services.

As required, to assist a superior in supervising the work of subordinates engaged in aiding and/or assisting local officials in matters related to local government operation.

To collect, analyze and compile various research data relating to local government and to submit the results of such findings to a superior or local government officials.

To assist local governmental units by evaluating the adequacy and the effectiveness of their internal coordination.

To review and analyze available data pertaining to the structure of local governments.

To assist in the preparation and monitoring of guidelines and regulations relative to local government operations as may be mandated by State Law.

To advise local government officials of resources available for helping plan effective services or obtaining funds for such services.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles and practices of local government operation and administration; a working knowledge of the principles and methods used in the collection, analysis, evaluation and presentation of findings relative to the effectiveness of local government administrative policies, methods and procedures, organization and operations, a working knowledge of Federal and State programs having an impact on local government; a working knowledge of the State legislative process; the ability to analyze data, draw conclusions and make recommendations based upon such data; the ability to establish and maintain effective working relationships with superiors, associates and subordinates; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Business Administration, Public Administration, Political Science, Planning, Urban Economics or a closely related field; and

Experience: Such as may have been gained through: employment in a public or private agency which involved aiding or assisting local municipalities in solving problems of modern government.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: August 26, 1979

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